

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. 612-65PAGE
NO. 1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION		Division of Labor and Industry Boiler Unit
AGENCY		DIVISION
Item No.	Description	Retention
1.	<u>BOILER REGISTRATION CARDS</u> These cards constitute a permanent record of all boilers registered by the State. Information on these cards indicates name, location, business of the owner, its use, manufacturer, date manufactured, manufacturer's number, the physical measurements and capacities of the boiler, and the Maryland State registration number.	Retain for ten (10) years after boiler becomes inoperative; then destroy.
2.	<u>BOILER INSPECTION REPORTS</u> This file contains the annual boiler inspection data sheets submitted by the inspectors. This information consists of a miniature boiler inspection report, a boiler external inspection report, a boiler data report, and violation notices.	Retain for three (3) years, then destroy with the exception of the first initial inspection report (First Time Report). Prior history will be retained in data processing system for life of object.
3.	<u>ACCIDENT AND COMPLAINT REPORT FILES</u> These accident and complaint reports of investigations serve as official records of the findings of the Division's safety inspections/investigations.	Retain for three (3) years then transfer to State Records Center for nine (9) years, then destroy.
4.	<u>CALVERT CLIFF FILES</u> These files consist of the plans, drawings, designs, and inspection records relating to the construction, inspection, and use of the reactor, steam generators, and auxiliary equipment at Calvert Cliffs.	Transfer to the State Records Center as received annually from Baltimore Gas and Electric Company. Retain for two (2) years after decommissioning or thirty (30) years, whichever is greater, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Director of

Schedule Authorized by
Hall of Records Commission

3/25/87 Joseph T. Seidel

Administration

8-13-87 NB Burkhalter/ph

Deputy Commissioner

Date

Signature

Title

Date

State Archivist

This schedule supersedes schedule No: 828

Item No.	Description	Retention
5.	<u>REPAIR SYMBOLS</u> These files contain inspection reports and symbols for authorized repairers and installers of boilers.	Retain permanently in office.
6.	<u>COMMISSIONS FOR DEPUTY BOILER INSPECTORS</u> These commissions are the authorizations for deputy boiler inspectors with private insurance companies to inspect boilers.	Retain permanently in office.
7.	<u>SYMBOL REVIEW/QUALITY CONTROL MANUALS</u> These manuals contain architectural drawings and initial inspection review prior to first time operation and certification. These manuals are also maintained by The National Board of Boiler and Pressure Vessel Inspectors.	Retain for three (3) years, then transfer to State Records Center. Retain at SRC for five (5) years, then destroy.
8.	<u>R-1 REPORTS/MANUFACTURER'S DATA REPORTS</u> These reports list welding repairs and manufacturer's data listing year built, type of boiler or vessel, data plates and etc. This information is entered into a data processing system; the information is also on file with The National Board of Boiler and Pressure Vessel Inspectors.	Retain for the life of the object, then destroy.
9.	<u>INSPECTORS' DAILY ACTIVITY REPORTS</u> These reports list name of inspector, date, time, location and type of inspection performed in addition to any official leave taken by employer.	Retain for eighteen (18) months, then destroy.
10.	<u>INSPECTION SCHEDULE LOG</u> The log list scheduling assignments for each inspector. The log is maintained by geographical areas and updated on a daily basis. In addition, official leave taken by employee is documented on this log.	Retain for one (1) year, then destroy.
11.	<u>GENERAL CORRESPONDENCE</u> This general correspondence file includes copies of interoffice memorandums, informational requests, and related material.	Retain for two (2) years, then destroy.